

**Information Technology
Management
Course Code # 3707
½ Credit**

School Year _____

Term: ____Fall____Spring

Prerequisite: None

Recommended Prerequisite: Principles of Business

Recommended Prerequisite or Concurrent with: Business Economics

Student:	Grade:
Teacher:	School:
Number of Competencies in Course: 49	
Number of Competencies Mastered:	
Percent of Competencies Mastered:	

Standard 1.0 The student will examine the basic role of business in our society.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
1.1	Interpret the types and nature of business.			
1.2	Analyze opportunities, problems and obligations of business.			
1.3	Evaluate the various types of careers available in management.			

Standard 2.0 The student will analyze ways the social and ethical environment of business has changed.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
2.1	Examine the changing nature of the population and adaptations to these changes.			
2.2	Analyze relationships of ethics to a socially responsible business.			
2.3	Predict the impact of change on the future of business.			

Standard 3.0 The student will examine both the economic and international environment of business.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
3.1	Examine ways economic growth can be not only promoted but also measured.			
3.2	Debate issues related to the balance of trade between countries and their significance to our economy.			
3.3	Interpret the role of government in establishing parameters to international trade.			
3.4	Relate issues of international trade to the operation of a business.			

Standard 4.0 The student will examine how effective decision-making skills are used in the management process.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
4.1	Classify the steps in an effective decision-making process.			
4.2	Evaluate the procedures for making everyday managerial decisions.			

Standard 5.0 The student will describe the communication process and any barriers to communication, including ways to improve communication.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
5.1	Illustrate terms needed for effective communication.			
5.2	Analyze the networks of communication.			
5.3	Interpret why communication is important.			
5.4	Examine the various barriers to communication.			
5.5	Analyze ways that businesses may improve their own communication.			

Standard 6.0 The student will analyze the steps in strategic planning and the implementation of the necessary goals.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
6.1	Illustrate the need for strategic planning.			
6.2	Assess the goals to be included in strategic planning.			
6.3	Analyze the steps in developing a strategic plan.			
6.4	Design a strategic plan.			

Standard 7.0 The student will examine the various types of organizational structures.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
7.1	Compare and contrast the two types of organizational structures used in businesses.			

Standard 8.0 The student will analyze the role of human resources in a business organization.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
8.1	Examine the types of activities that occur in a human resources department.			
8.2	Analyze methods of selecting new personnel and promoting, transferring and releasing current personnel.			
8.3	Analyze ways laws and regulations affect a human resource department.			
8.4	Compare employee benefits that may be available through an employer.			

Standard 9.0 The student will consider the ways a manager can motivate through leadership.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
9.1	Analyze the needs of employees.			
9.2	Characterize various ways a manager can meet the needs of employees.			

Standard 10.0 The student will examine ways to manage conflict and stress in the workplace.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
10.1	Demonstrate an understanding of the difference between beneficial and undesirable conflict.			
10.2	Compare and contrast the methods of resolving conflict.			

Standard 11.0 The student will analyze how to bring together a diverse workforce.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
11.1	Define diversity and the importance of having it in an organization.			
11.2	Determine the characteristics needed to bring together people from varying backgrounds in order to use their talents toward a common goal.			

Standard 12.0 The student will determine how to choose standards for both internal and external controls.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
12.1	Examine the three basic steps in of the process of controlling.			
12.2	Analyze ways standards are used in a business.			

Standard 13.0 The student will examine the need for continued professional development.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
13.1	Examine the necessity to continue the educational process after employment is found.			
13.2	Assess the value of being a member of your professional organization.			

Standard 14.0 The student will examine the legal and financial operations of a business.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
14.1	Analyze a company's legal structure.			
14.2	Interpret the importance of copyrights, patents, and trademarks on a business.			
14.3	Analyze key aspects of operating a business.			
14.4	Analyze types of negotiable instruments.			
14.5	Classify financial statements. ➤ budgets, revenue, profits, income and expense statements ➤ cost of goods sold or manufactured, etc.			
14.6	Debate the importance of a business plan.			

Standard 15.0 The student will demonstrate organizational and professional leadership skills.

Learning Expectations		Check the appropriate Mastery or Non-Mastery column	Mastery	Non-Mastery
15.1	Demonstrate self-initiative through group projects.			
15.2	Examine the value of leadership skills.			
15.3	Illustrate image building and public relations techniques.			
15.4	Assess decision-making skills.			
15.5	Demonstrate effective teamwork and critical analysis applying conflict resolution techniques.			
15.6	Demonstrate parliamentary procedure skills through group activities.			
15.7	Analyze the goals and apply the principles of Business Professionals of America and/or Future Business Leaders of America.			

Additional comments: _____